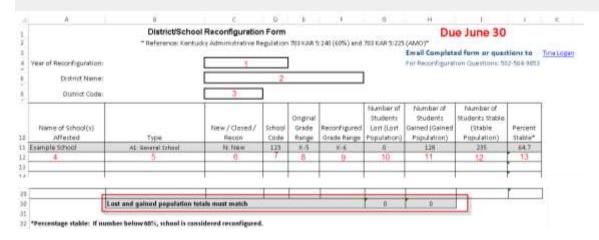
Office of Assessment & Accountability-Reconfiguration Spreadsheet Instructions

School Service Area or Reconfiguration Requests for the following school year must be submitted by June 30. A change request must be submitted if:

- the grade range changes
- a new school opens
- a school closes
- a school boundary changes, or
- a shift in student population of greater than 40% occurs.

The School Reconfiguration Spreadsheet can be accessed at http://education.ky.gov/AA/distsupp/Pages/Forms.aspx.



Cannot edit the graphic—E-mail completed form or questions to: <u>Tina.Logan@education.ky.gov</u> or call (502) 564-9853. Spell out Reconfigured in row 10 column 3.

Steps for completing the spreadsheet:

- 1. Enter academic year for which this change will be implemented (i.e. 2016-17).
- 2. Enter district name (i.e. Adair County, Burgin Independent).
- 3. Enter three-digit KDE assigned district code (i.e. 001 for Adair County).
- 4. Enter school name in which the change will occur (i.e. Adair County High School). Enter a row for each school that will change population.
- 5. Choose school type from drop-down menu (i.e. A1 General School, A5 Alternative School).
- 6. Choose reason for request: New school, Closed School or Reconfigured School (i.e. If grade range change, choose R: Reconfigured from drop-down menu).
- 7. Enter three-digit KDE assigned school code (i.e. 010 for Adair County HS).
- 8. List Original Grade Range. Choose the grade range before change (i.e. 9-12 for high school).
- 9. Enter reconfigured grade range (i.e. 8-12 if grade 8 is added to high school). If there is no change in grade range, the Original Grade Range will be the same as the Reconfigured Grade Range.
- 10. List number of students estimated to be lost due to change (i.e. Grade 8 moved from middle school to high school and therefore the 100 students that would have attended the middle school grade 8 will be listed here for middle school and 0 for high school as they are gaining a grade).
- 11. Enter number of students gained (i.e. If 100 students in grade 8 move from middle to high school, 100 would be entered here for the high school and 0 for middle school that is losing grade 8).
- 12. Enter number of stable population. For a school gaining students, it would be the number of students in the grades that were in the school prior to the change (Change from 9-12 to 8-12, number will be grades 9-12). For a school losing students, it would be the number of students in the grades that remain in the school (not including the number of students in the lost grade).
- 13. Percent stable will automatically calculate based upon stable population compared to the lost and gained population. If this number is below 60%, school will be considered reconfigured.

Note: The box on line 30 will show the total lost and gained population and these two numbers should match.

KDE:OAA:KH:tl: 3/16/2016